UK-Kendal: health services
OJ S 92/2012 15/05/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Cumbria Partnership NHS Foundation Trust
Postal address: c/o Westmorland General Hospital
Town: Kendal
Postal code: LA9 7RG
Country: United Kingdom
For the attention of: Paul Dowell
E-mail: paul.dowell@mbht.nhs.uk
Telephone: +44 1539716632
Fax: +44 1524
Internet address(es):
General address of the contracting authority: www.mbht.nhs.uk
Additional information can be obtained from:
the abovementioned address
Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:
the abovementioned address
Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Health

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Provision of an Occupational Health Service and Support Services.

II.1.2. Type of contract and place of performance or delivery

Services
Service category No 25: Health and social services
Main site or place of performance: Cumbria.
NUTS code UKD1 Cumbria

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

Duration of the framework agreement

Duration in months: 60

II.1.5. Short description of the contract or purchase(s)

Cumbria Partnership NHS Foundation Trust is an ambitious and growing organisation which continuously strives to provide safe and effective care to the people of Cumbria. We employ 4267 members of staff (including bank staff) and serve a population of approximately 495 000 in relation to community health needs and mental health needs. The county is one of the most sparsely populated in the UK with 73,4 people per km2.

Our services are delivered across the whole of Cumbria and are supported by an effective countywide infrastructure and local governance. With our Governors, clinical leaders and commissioning partners we set strategy and guide our Foundation Trust to attain our NHS and wider partnership goals for the whole Cumbrian community.

Our annual plan has been developed to ensure the continued success of the Trust in delivering healthcare and improving health for the people of Cumbria. We have engaged with our Governors to develop our plan and have taken the external environment within which the Trust operates into account to ensure that our objectives are aligned with our long term goals.

Our vision is:

To be the pre-eminent provider of community care.

Our long term aims are to:

— deliver excellent healthcare,

— partner with our commissioners,

— connect with our communities.

Our annual plan objectives are to:

— achieve optimum patient and carer safety,

— achieve the best possible outcomes for people,

— deliver an excellent patient and staff experience in the delivery of healthcare,

— engage our staff and support them achieve their full potential,

— be commercially successful.

Following the transfer of Community Services to Cumbria Partnership NHS Foundation Trust in 2011 the Trust has two contracts in place for the provision of Occupational Health. Both providers have teams in place which comprise Occupational Health Advisers and Occupational Health Physicians. In order to achieve the aims outlined above the Trust is keen to have one provider for the delivery of an occupational health service across the whole of the organisation.

As the existing contracts for the provision of occupational health will expire at the end of January 2013 the Trust is looking to award the new contract by 31stOctober 2012 following a full procurement process.

* Outline Specification of Requirement.

The Occupational Health Service will be provided to all employees of the Trust (including bank staff) and individuals with honorary appointments with the Trust.

The Trust seeks to provide a quality, preventative and treatment Occupational Health service that is both timely and responsive to service need. The service should have a risk based approach to Occupational Health including procedures to ensure staff with chronic conditions are managed in the best way possible with reasonable flexibility and work plan adjustments.

We are looking for a timely and responsive occupational health service based across the whole geographical area of the organisation which comprises six Operational Localities, Carlisle, Eden, Allerdale, Copeland, South Lakes and Furness. Clinical Occupational Health staff should hold appropriate UKCC or GMC registration and be suitably qualified. The

contractor will be responsible for the recruitment of Occupational Health staff, but will involve representatives from the Trust during the selection process. Organisations tendering for the service should detail the workforce and Organisational structure proposed for the provision of the service.
The Occupational Health Service will be required to provide adequate replacement cover for absences, including annual leave and sick leave. If for any reason the contractor is unable to provide a service the Trust must be informed in writing as soon as possible and not later than 5 days before the service will not be provided. It is appreciated that in exceptional circumstances this may not be possible. In which case notice should not be less than twenty four hours before the service will not be provided. Members of the Occupational Health team will be expected to attend the Operational Management Meetings and case conferences as and when required.
*Core Services required.
The Occupational Health Service should provide a comprehensive range of services that comply with both statutory requirement and local policy (i.e. local Sickness Absence Management Policy). The core services the Trust requires are described below:
— a quality preventative and treatment service that is both timely and responsive to service need for 4 000 to 4 500 members of staff delivering services across Cumbria,
— a balanced risk assessment approach to Occupational Health including procedures to ensure staff with chronic conditions are managed in the best way possible with reasonable flexibility and work plan adjustments,
— a proactive absence management service delivered by the relevant OH practitioner that will drive improvement in staff attendance. The approach should include timely follow up of sick absence episodes including comprehensive reports in particular in cases where either alternative employment is being contemplated or termination of employment,
— comprehensive fitness for work advice through pre-employment and employment screening,
— health Surveillance through:
—— compliance with the Control of Substances Hazardous to Health Regulations,
—— compliance with Display Screen Equipment Regulations,
—— to supplement the in house training programme on DSE workstation assessments conducting specialist assessments over and above in house knowledge,
— infection Control through:
—— an immunisation and vaccination programme,
— quality management information based on agreed KPI’s and audits of the service.
* Additional Services.
In addition to the core services outlined above the Trust would like prospective providers to include as part of the full tender process costs for the following desirable services on an individual basis:
— proactive OH processes that are underpinned by appropriate evidence and health promotion that is integral to service provision,
— working alongside our in house service for psychological services and OH MSK physiotherapy services.

II.1.6. CPV code(s)
85100000 Health services

II.1.7. Information about the Government Procurement Agreement (GPA)
The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots
This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The Occupational Health Service should provide a comprehensive range of services that comply with both statutory requirement and local policy (i.e. local Sickness Absence Management Policy). The core services the Trust requires are described below.
— a quality preventative and treatment service that is both timely and responsive to service need for 4 000 to 4 500 members of staff delivering services across Cumbria,
— a balanced risk assessment approach to Occupational Health including procedures to ensure staff with chronic conditions are managed in the best way possible with reasonable flexibility and work plan adjustments,
— a proactive absence management service delivered by the relevant OH practitioner that will drive improvement in staff attendance. The approach should include timely follow up of sick absence episodes including comprehensive reports in particular in cases where either alternative employment is being contemplated or termination of employment,
— comprehensive fitness for work advice through pre-employment and employment screening,
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—— compliance with Display Screen Equipment Regulations,
—— to supplement the in house training programme on DSE workstation assessments conducting specialist assessments over and above in house knowledge,
— infection control through:
—— an immunisation and vaccination programme,
— quality management information based on agreed KPI's and audits of the service.
3.3 Additional Services
In addition to the core services outlined above the Trust would like prospective providers to include as part of the full tender process costs for the following desirable services on an individual basis:
— proactive OH processes that are underpinned by appropriate evidence and health promotion that is integral to service provision,
— working alongside our in house service for psychological services and OH MSK physiotherapy services.

II.2.2. Information about options

II.2.3. Information about renewals

II.3. Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

The contracting authority reserves the right to require deposits and/or guarantees and/or bonds and/or any form of security. Details will be provided in the contract documents.

III.1.2.

Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them
Further details will be provided in the contarct documents.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded
The contracting authority reserves the right to require groupings of bidders to take a particular legal form, a single bidder to take primary liability or each party to undertake joint and several liability.

III.1.4. Contract performance conditions
The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers
List and brief description of conditions: Suppliers Instructions How to Express Interest in this Tender:

1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: https://uhmb.bravosolution.co.uk and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure).

2. Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box.

3. Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

III.2.2. Economic and financial ability
List and brief description of conditions: As set out in the PQQ which is available via the Bravo e-tendering portal.
Minimum level(s) of standards possibly required: As set out in the PQQ which is available via the Bravo e-tendering portal.

III.2.3. Technical and professional ability
List and brief description of conditions:
As set out in the PQQ which is available via the Bravo e-tendering portal.
Minimum level(s) of standards possibly required:
As set out in the PQQ which is available via the Bravo e-tendering portal.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 5

Objective criteria for choosing the limited number of candidates: As set out in the PQQ which is available via the Bravo e-tendering portal.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

15.6.2012 - 23:59

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

11.7.2012

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a minimum 10 calendar day standstill period at the point of information on the decision to award the contract is communicated to bidders in accordance with Regulation 32A of the Public Contracts Regulations 2006. Any bidder wishing to appeal the decision to award the contract, or after the contract award appeal the award of the contract, shall have the rights as set out in Part 9 of the Public Contracts Regulations 2006.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

10.5.2012